



RA OR DRA MEETING REQUEST FORM

PLEASE COMPLETE THIS FORM, WITH AS MUCH DETAIL AS POSSIBLE, GET IT APPROVED BY YOUR OFFICE DIRECTOR OR ASSOCIATE DIRECTOR AND THEN EMAIL IT TO THE RA'S OFFICE AT R10-ORA@EPA.GOV

- **Meeting Topic(s)/Title of Meeting or Event:**
 - Portland Harbor Schedule Update
- **Program Office**
 - ECL
- **Urgency/Priority (high, medium, low):**
 - High
- **Purpose of the meeting (informational, decisional, pre-briefing for external meeting, etc.):**
 - Info, discussion, possible decision making
- **If the meeting will involve external participants, what will the RA/DRA's role be in the event (site visit, presenter, site tour, listening session, etc.)?**
 - No externals
- **Brief background information/details:**
 - Check in on current status of project and projected schedule, review communication plans
- **Location and/or suggested travel plans if offsite:**
 - N/A
- **When would you like to have this meeting? Please indicate if there are any deadlines**
 - Scheduled for 5/19/16 3:00 – 4:00 pm per invitation from Dennis
- **Suggested length of meeting (we generally schedule briefings for 45 minutes):**
 - 1 hour
- **Required Attendees (please provide a list of principal external participants before the meeting/event):**
 - Cami Grandinetti, Davis Zhen, Jim Woolford, Sheryl Bilbrey, Sheila Fleming
- **Optional Attendees:**
 - Lori Cora, Stephanie Ebright, Dean Ingemansen, Mark MacIntyre, Bill Dunbar, Deborah Robinson
- **Equipment needed (VTC, phone line, thin client, PowerPoint, etc.):**
 - Phone line, might project on the screen but unlikely
- **Superfund Site Charging:**
 - 108T00 TR2B 303DD2

ATTACHMENT B

RA/DRA Briefing Document

This document is used to brief the RA/DRA, please submit the completed form to R10-ORA@EPA.GOV at least three business days in advance of your briefing.

[Please note if contents are deliberative, confidential or FOIA-exempt]

Subject: PH Schedule Update

Internal briefing or a meeting with external parties: Internal

Date of this meeting or event: 5/19/16

Location of the meeting or event: ET Conf Room

Duration of meeting (if with external participants): 1 hour

R10 POC: Deborah Robinson 3-4961

Press POC:

Meeting Overview: Primary purpose of this meeting is to update the RA on PH site activities and schedule. We also plan to brief him on plans for press outreach, and status of Tribal consultations.

Region10 Meeting Attendees Names:

- **Required Attendees (please provide a list of principal external participants before the meeting/event):**
 - Cami Grandinetti, Davis Zhen, Jim Woolford, Sheryl Bilbrey, Sheila Fleming
- **Optional Attendees:**
 - Lori Cora, Stephanie Ebright, Dean Ingemansen, Mark MacIntyre, Bill Dunbar, Deborah Robinson

External Meeting Attendees Names and titles (if applicable): N/A

Key Issues *If the briefing is for an external meeting, please be sure to include any key messages - including controversial topics, talking points or other messages that you feel the RA/DRA should share with attendees*

Background:

On May 10, we told key stakeholders the following:

“The EPA expects to announce the delivery date for the Feasibility Study and the Proposed Plan by the week of May 23rd. Data synthesis and electronic document preparation have continued to pose challenges, but those challenges are being met and we look forward to delivering both documents shortly thereafter.”

This meeting will review the status of the site activities and schedule including Administrative Record and technical documents, and our outreach approach. This will include getting back to key stakeholders with the expected delivery date, and outreach/communications related to issuing the PP. A series of communications at the executive level is currently scheduled during the week of 5/23. We anticipate covering more substantive information at our D/RA briefing scheduled for Tuesday 5/24 at 2:30 pm.

Controversial Issues:

Attachments:

INTERNAL DELIBERATIVE

DRAFT AGENDA TOPICS

5/19/16 Portland Harbor Update

- 1. Status of Administrative Record**
- 2. Status of FS**
- 3. Status of PP**
- 4. Projected schedule to release the documents**
- 5. Current draft plan for outreach**
 - Media**
 - RA communications**
 - Administrator**
 - State**
 - Congressionals**
 - LWG Executives**
 - MOU partners and Community partners**
- 6. Status of Tribal Consultations**

